



EXPENDITURE TRANSFER

This form is used to move expenditures charged to an incorrect account.

General Ledger Account Number	Account Description	Debit Increase expense	Credit Decrease expense

EXPLANATION:

APPROVALS:

Requesting Department

Counter Approval

Business Office

Signature

Signature

Signature

Title

Title

Date

Department Name / Phone #

Department Name / Phone #

Date

Date

Entry Number _____

Transaction Date _____

(Assigned by Accounting)